

**Airport Board
Board Meeting Minutes
October 5, 2009**

1. The meeting was called to order at 6:30 by Chairman Mal Sillars. In opening, Mal mentioned that it is the opinion of the Airport Board, the recent management changes are not believed to be in the best interests of the airport.
2. Board members in attendance were Mal Sillars, Cal Anderson, Bob Freed, Robin Dailey, and Cherie Haarberg

Town staff members in attendance were: Sue Boyd (Town Administrator and Acting Airport Manager), Christine DeChristopher (Treasurer), Bob Johnson (Airport Operations Specialist), Cara Russell (Mayor), and Keith Baker (Town Trustee)

Also in attendance were Pam Dailey, Deborah Johnson, Nick Dryzmala and Jerry Sloan.

3. Agenda adoption was approved by the Board.
4. Minutes of the last meeting held August 31, 2009, were approved.
5. Public Comments:

Pam Dailey felt that the article in the October 1, 2009 issue of the Chaffee County Times by Kathy Davis did not actually represent the actions taken at the Town of Buena Vista Board of Trustee's meeting held on September 25, 2009. She feels that the Board should speak with Kathy and ask for corrections.

6. Financial Report:

Christine DeChristopher presented a detailed financial report, stating the deficit is inflated by payment for runway improvements not yet reimbursed by the FAA and CDOT grants. Payment of the grants will reduce the deficit by \$130,000, which still leaves a deficit of approximately \$150,000. She also provided a Summary of Airport Operating Expenses which combined items into groups. When asked by the Board if it would be possible to break out the Town Airport revenues/expenses from the operations of a potential FBO, she said this Summary could be changed as directed by the Airport Board to accomplish this, inasmuch as the general ledger accounting system cannot do this. Robin Dailey asked where the current financial crisis is that has lead to the recent airport management changes. A direct

answer was not provided by Christine or Sue Boyd; only reference to needing a complete business plan as being part of the problem.

Mal Sillars provided a detailed graph of revenue activity for the airport with 2008-2009 comparisons, which Christine said will be helpful.

7. Comments by Acting Airport Manager:

Sue provided a current interim plan for airport management which includes reviewing the budget and hangar leases/development as high priority. She stated she is not able to advise the proposed length of this interim period at this time and that a long term plan for the airport is imperative.

A fee schedule was presented with Christine's financial package. Sue stated that we may need to look at this schedule in the near future rather than waiting for the customary review by the Trustees in January so that we can attempt to gain more revenue where warranted.

Approximately \$60,000 was saved on the runway paving operation; it may be possible to use this excess on hangar development plans.

Airport Board members voiced concerns regarding Bob Johnson's reduced hours and how fueling, fuel inspections, snow removal and assisting the various training programs will be met. Sue stated that Bob will be the point man on the Army contract inasmuch as she has little knowledge of the contract. Sue advised that Jill VanDeel will be cross-trained in some areas and that an Airport Line Technician will be hired for 20 hours per week off season and 30 hours per week high season. Schedules will be established for airport operations coverage.

When asked who will pursue other opportunities such as the Army contract, Sue advised that she needs to know what it costs us versus proposed income from the project to see if this is economically beneficial to the airport. She advised that she needs a business plan first and is not sure who will pursue opportunities until the 'frame work' is completed. Robin Dailey asked if these training contracts are actually losing money, and Sue was not able to answer this question, stating she may not know this until after the fact.

8. Comments by Town Manager, Sue Boyd: Included in #7 above.

9. Old Business

- A. Business plan – long range plan is needed – staff**
- B. Aviation – field work has been signed off by CDOT and project is completed.**
- C. RTA terminal work: The plan approved by the Airport Board has not been forwarded to the Trustees. Sue would like to revisit the plan and propose including some sort of food service area which would allow for options such as a restaurant, catering, etc. After discussion regarding several options, the Airport Board approved the request that Sue forward the current plan to the Trustees ‘as is’**
- D. Lease agreement package: A draft of Instructions for Development of Hangars was presented to the Airport Board. Sue advised that a check list needs to be completed before the lease agreement is submitted to the Trustees for approval. This may take at least one month to accomplish before submittal to the Trustees.**
- E. Consultant status: Sue proposed a new scope for the consultant (Leading Edge Strategies) which will include assisting the Town and Airport through the provision of general consulting services, providing technical expertise to the Town with regards to airport management best practices, FAA regulatory requirements and grant assurances, provide guidance on the future financial and market feasibility of the airport, strategic planning and direction, in addition to the original request for resolution of disputes and other related issues as may be required. Cherie Haarberg asked if the initial \$5,000 approved for the consulting will cover this and no answer was given.**
- F. FAA Citation Status: Sue contacted our FAA Inspector and he commented that as long as we are working on resolutions, he is satisfied.**
- G. AWOS uplink: Mal Sillars provided information on the uplink stating the server is still in the testing company’s domain, but they will start linking throughout the region in the near future. He also advised that there is the possibility of a weather cam being available at no charge to the airport via a maintenance service of the AWOS system.**
- H. Large hangar development: Per Mal Sillars, there is a possible opportunity to purchase the attached hangar on an ‘owner carry’ basis, which would greatly enhance our income opportunities for leasing hangar space. Owner, George Mandes has offered to finance purchase of his hangar and would build another hangar which he would lease back to the airport as he is currently doing. CDOT has encouraged the airport to own the entire building and there may be special funding from the FAA; Bob Johnson will contact the FAA regarding this. While Sue and Christine stated that there are no Town funds available for this, we may wish to get an option for first right of refusal from George in order to keep this option open.**

10. New Business

Bob Freed recommended that we include an airport web page on the Town of Buena Vista's web site. Sue asked that he send it to the Town as an email or attachment to an email so that it could be added.

11. Board and staff comments - none

12. Adjournment